

PaperCuts Seminar

GroupWise, Word & Windows – Tips & Tricks to Help You Save Paper

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PaperCuts Tips & Tricks – How to Use GroupWise & Windows Features to Save Paper

CUTTING TO THE CHASE – HOW YOU CAN HELP THE CITY SAVE PAPER

YOU can help the City save millions of sheets of paper a year. How??

EASY!!

There are approximately 11,000 employees who work for the City of Seattle.

If EACH employee printed ONE LESS SHEET OF PAPER A DAY, we'd save:

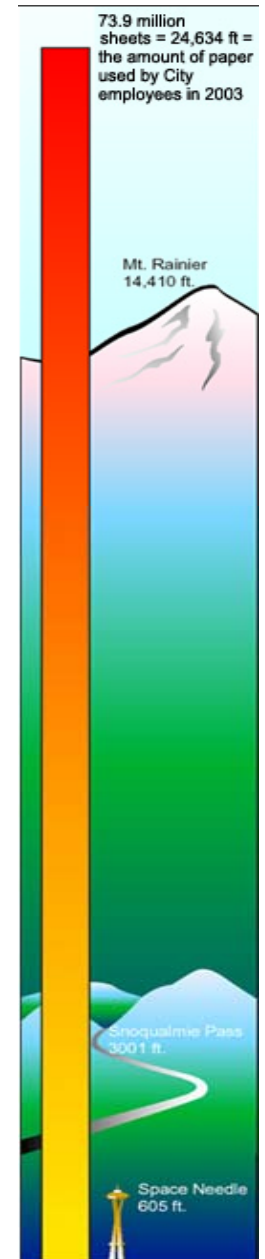
11,000 sheets of paper X 5 days = 55,000 sheets in one week.

55,000 sheets of paper X 52 weeks = **2,860,000 sheets of paper!!**

SO! If each employee printed **ONE LESS PAGE A DAY**,
the City could **save nearly 3 million sheets of paper each year**

If each employees printed **TWO LESS PAGES A DAY**,
the City could **save nearly 6 million sheets of paper each year.**

See how easy? We ALL can find ways to print a few less pages each day!



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SAVE– DON'T PRINT E-MAIL

There are two ways to save e-mail: **ARCHIVING** and **SAVING AS A WORD DOC**. Is there a preferred way?
NO. Talk to your Supervisor and E-Mail Administrator to find out which method they recommend.

HOW TO ARCHIVE AN E-MAIL

ARCHIVE protects items from being **AUTOMATICALLY DELETED**. Depending on your job requirements, you may need to use the **ARCHIVE** feature to **SAVE E-MAIL MESSAGES** to **KEEP RECORDS** of **SUBSTANTIVE CITY BUSINESS**.



VERY IMPORTANT NOTE:

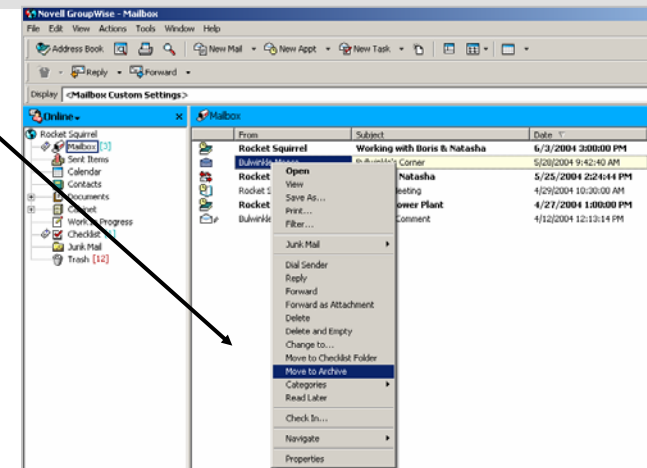
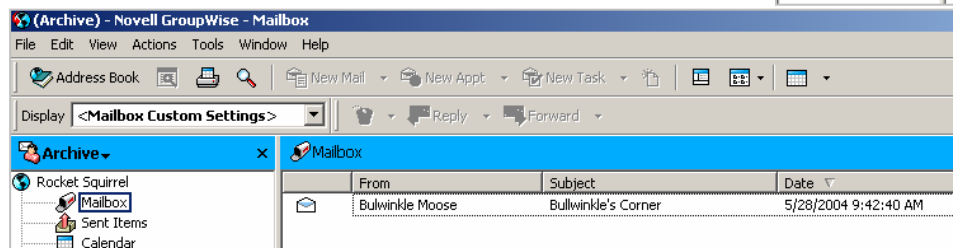
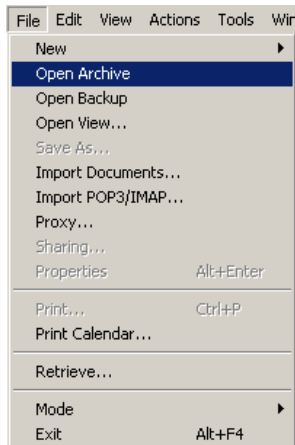
IF THE ARCHIVE DATABASE becomes too large – it may **CORRUPT** or **CRASH**.
 It's important to **MANAGE** your **ARCHIVE** and **DELETE OBSOLETE ITEMS**.

RIGHT-CLICK the **E-MAIL**, **SELECT MOVE TO ARCHIVE** on the **MENU** and **LEFT-CLICK**. The **MESSAGE** will disappear from your **MAILBOX** and will be placed in **ARCHIVE**.

To **VIEW ARCHIVED E-MAIL**, go to **FILE** and **CLICK OPEN ARCHIVE**.

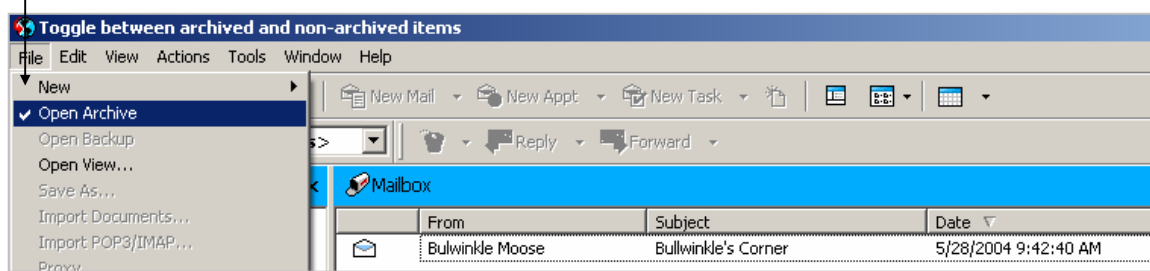
The **ARCHIVED E-MAIL** will appear in the **ARCHIVE MAILBOX**.

Notice! It Says:
(Archive) – GroupWise – Mailbox



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To **GET OUT** of **ARCHIVE** and **RETURN** to your **REGULAR MAILBOX**, go to **FILE**. You'll notice that **ARCHIVE** has a **CHECK MARK**. **CLICK ARCHIVE** to "**TURN OFF**" **ARCHIVE**. Your regular **MAILBOX** will appear.

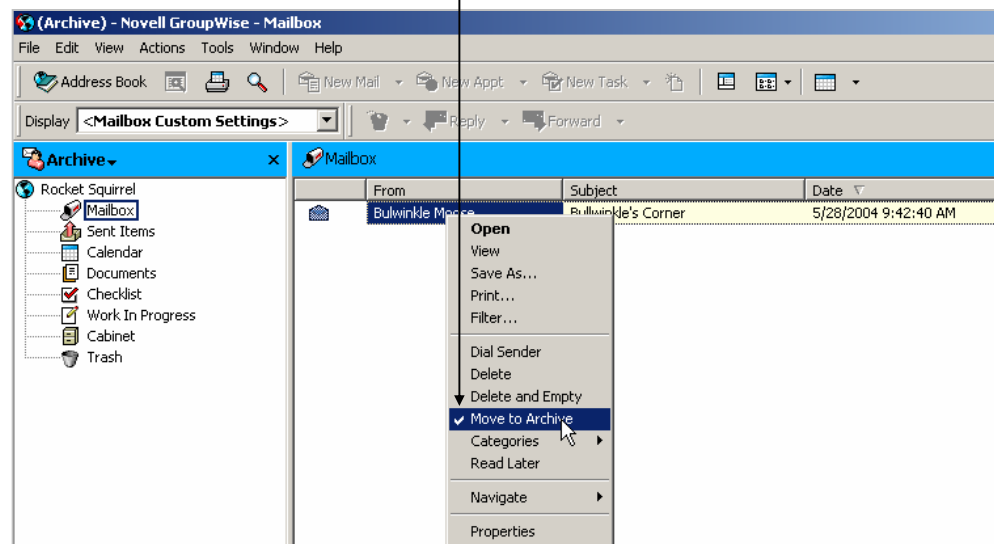


To **UNARCHIVE** an **E-MAIL**, you'll do just about the same thing. This time, while in **ARCHIVE**, **RIGHT-CLICK** the **ARCHIVED E-MAIL**. You'll see **MOVE TO ARCHIVE** with a **CHECK MARK** by it. **CLICK** to **TOGGLE OFF** – or **UNARCHIVE THE MESSAGE**.

This action will **TURN ARCHIVE OFF** and move the **E-MAIL** back to your regular **MAILBOX**.

(Now, be sure to **TURN OFF ARCHIVE** and return to your regular **MAILBOX**.)

Easy, isn't it?

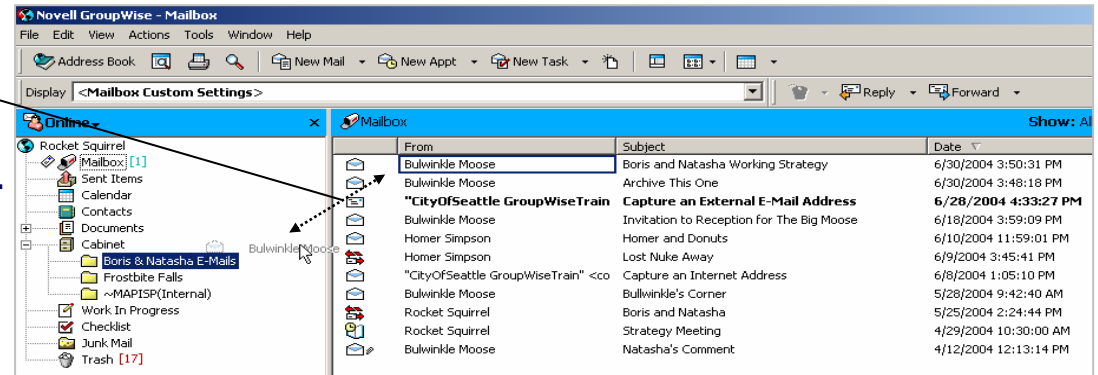
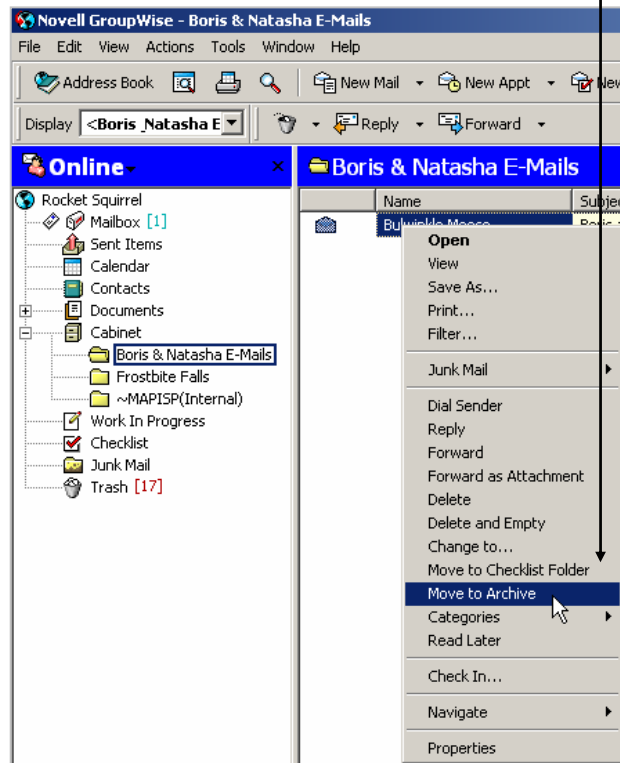


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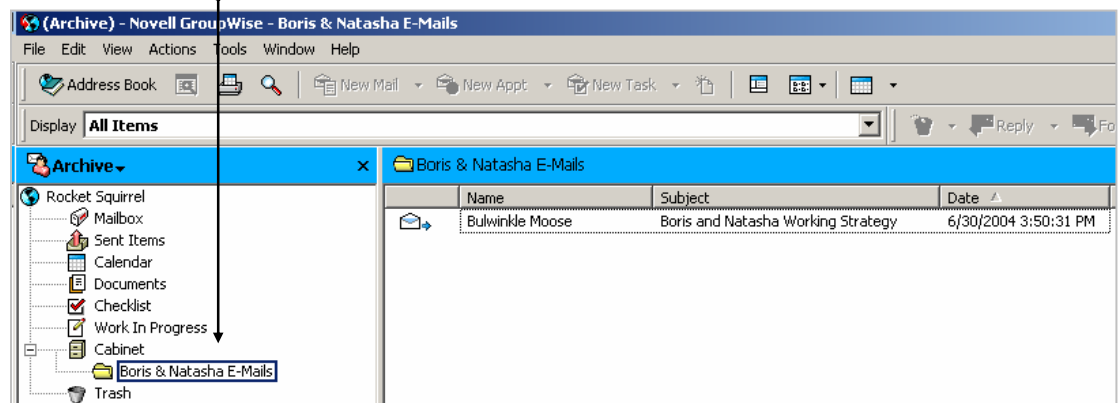
HOW TO “COPY” A CABINET FOLDER TO YOUR ARCHIVE

From your **NORMAL MAILBOX**, DRAG an **E-MAIL** to a **FOLDER** in your **CABINET**.

ARCHIVE the **E-MAIL** from the **CABINET FOLDER**.



That **FOLDER** will be created in the **ARCHIVE – CABINET**.

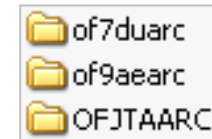


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HOW YOUR ARCHIVE FOLDER APPEARS IN YOUR HOME DRIVE

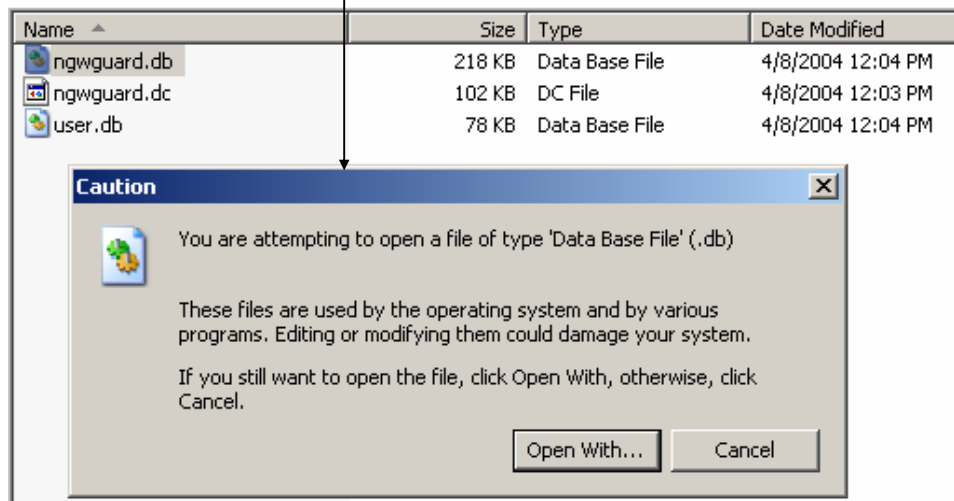
In some unfortunate cases, employees have DELETED their ARCHIVE by accident because they didn't know or recognize the ARCHIVE FOLDERS in their HOME DRIVE.

This is how an **ARCHIVE FOLDER OR FOLDERS** could appear in your **HOME DRIVE – H:****



Some employees have tried to open the files and the documents, couldn't do it and didn't recognize anything. After clicking around and getting the **CAUTION MESSAGE** each time, they **DELETED** the **FOLDER**.

WHAT THEY DELETED WAS THEIR ENTIRE GROUPWISE ARCHIVE!!



Don't be like this guy – leave your Archive Folder alone!

**** As of 2004, SDOT and SPU have moved their Archive from the H:\ Drive to a location that is locked down behind the scenes**

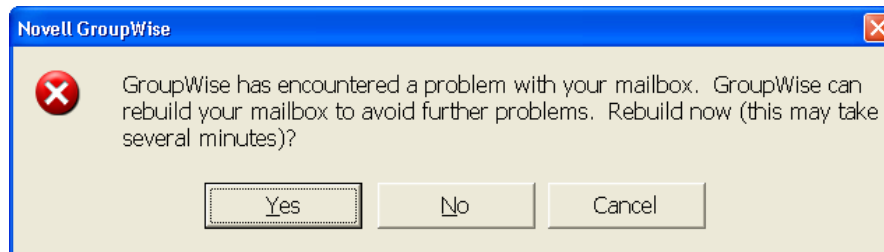
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HOW TO MAINTAIN YOUR GROUPWISE ARCHIVE

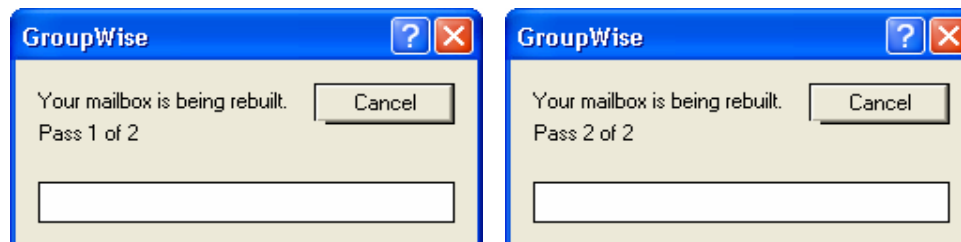
GROUPWISE has a nifty tool to help you do **PREVENTIVE MAINTENANCE** on your **ARCHIVE** - called **GWCHECK**.

Here's how to do it:

1. **START GROUPWISE** if you have not already opened it
2. Hold down **CTRL+SHIFT** and then **CHOOSE** the **FILE - OPEN ARCHIVE**
3. You should get an **ALERT BOX** below. Check Yes. Don't worry! It's doing its job!



The **GWCHECK** is done in **TWO PASSES**. When finished, it might send you back to your **LAST OPEN WINDOW**. But, **GROUPWISE** will be in **ARCHIVE**.



If you want to be an **ARCHIVE-SAVVY USER**, you should run these **MAINTENANCE ROUTINES** on your **ARCHIVE** as a **PREVENTIVE MEASURE**. How often?

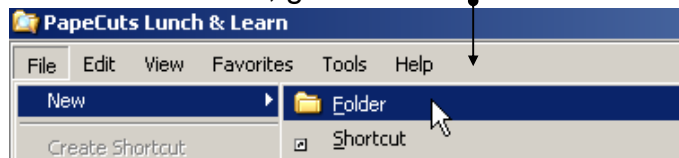
If you **ARCHIVE** more than 100 messages a month, you're a **HEAVY ARCHIVE USER** and should do this **ONCE A QUARTER**. Otherwise do this **ONCE OR TWICE A YEAR**.

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HOW TO SAVE THE E-MAIL MESSAGE AS A WORD DOCUMENT

Sometimes it makes sense to **SAVE** an **E-MAIL AS A WORD DOC** because it **PERTAINS TO A PROJECT** or **CITY BUSINESS**. **FIRST, CREATE A SUB-FOLDER CALLED “E-MAIL COMMUNICATIONS” WITHIN THE “PRIMARY” TOPIC FOLDER.**

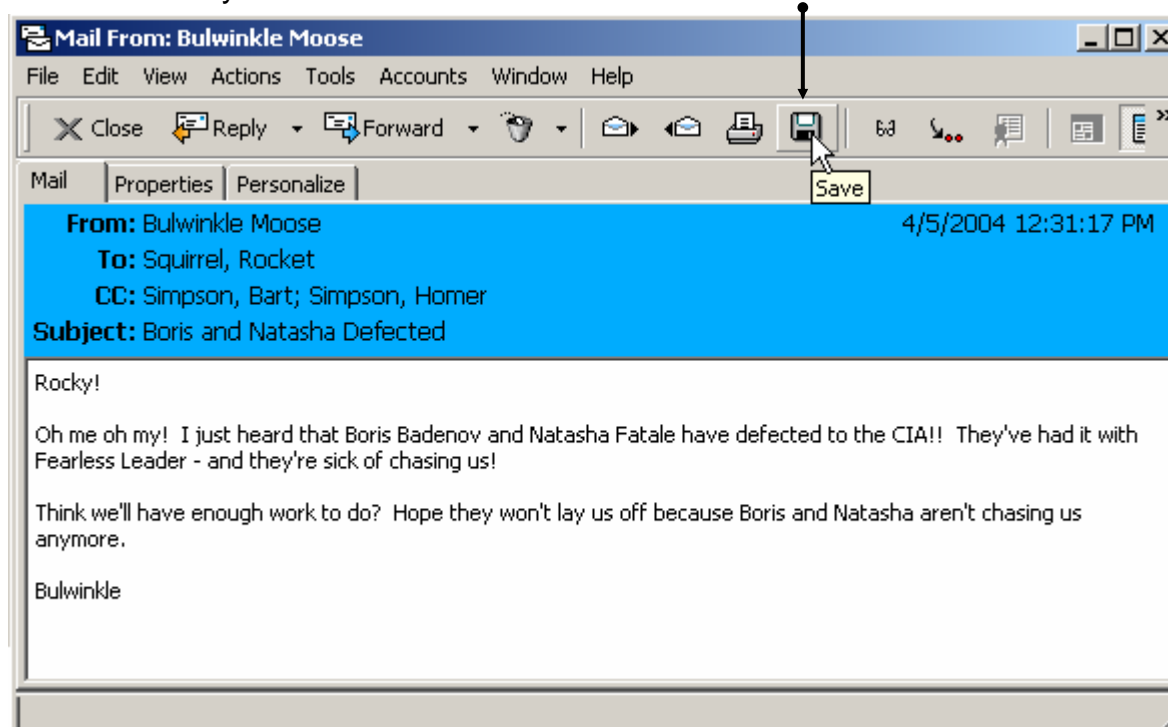
SELECT the **FOLDER**, go to **FILE – FOLDER** and **CLICK**



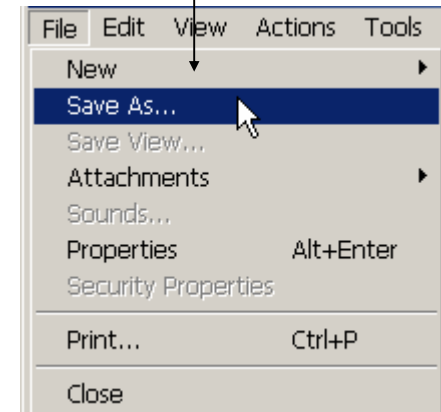
A **NEW FOLDER** will appear – **NAME** it and hit **ENTER**



Go to the **E-MAIL** you want to save. **CLICK** the **SAVE BUTTON** on the **TOOLBAR**.

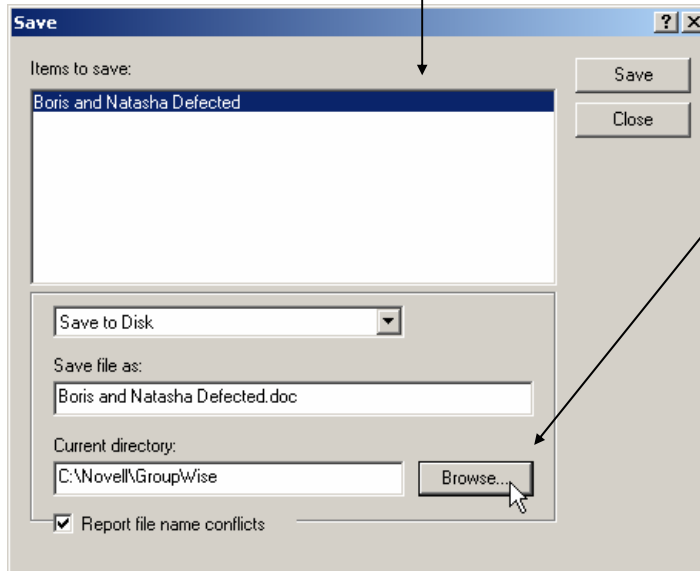


Or, go to **FILE – SAVE AS**

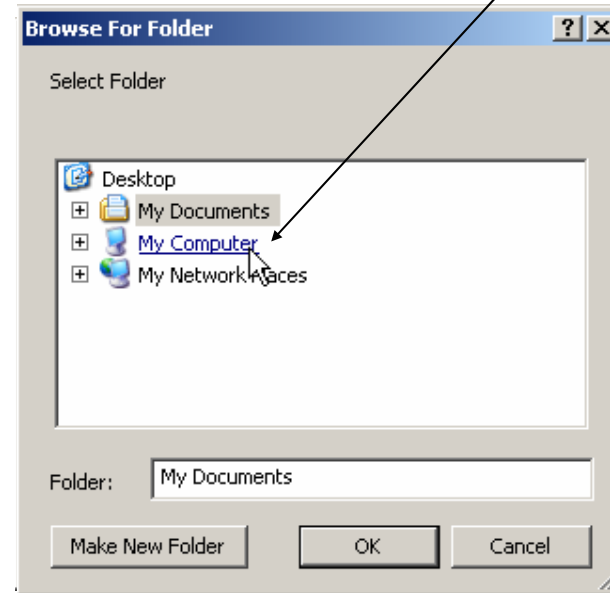


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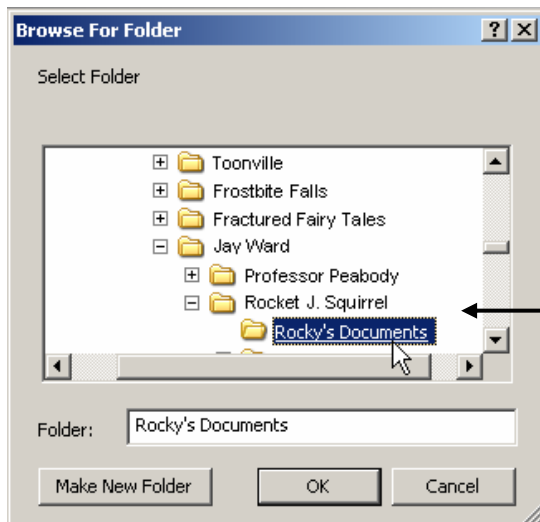
The **SAVE WINDOW** will appear with the **MESSAGE SELECTED**.



CLICK BROWSE for the **BROWSE FOR FOLDER**. **SELECT MY COMPUTER**



BROWSE until you find the correct **FOLDER** – **CLICK OK**.

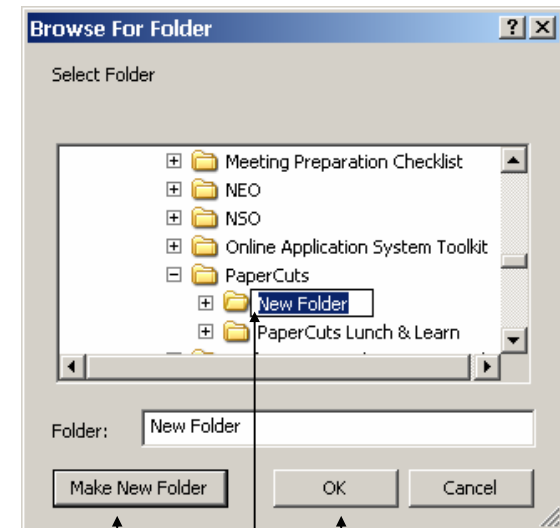


Hot Tip!!

If you don't have a **FOLDER** for your e-mail, you can create one from here.

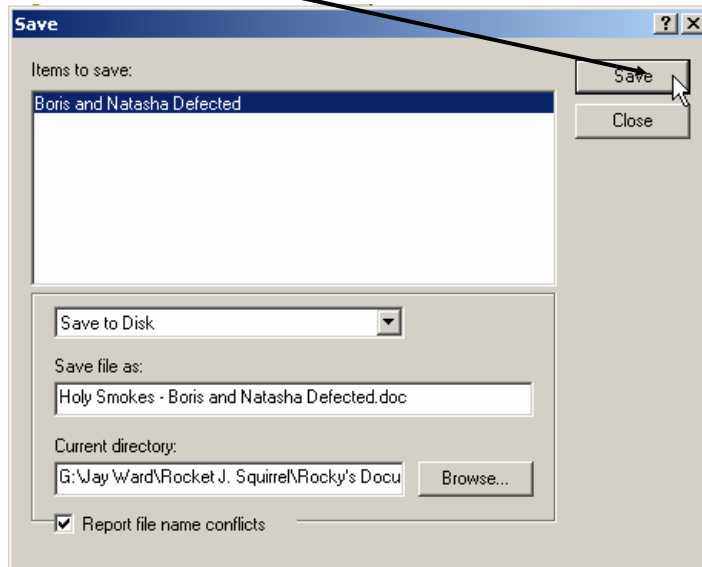
BROWSE to the **DRIVE** and **PRIMARY FOLDER** you want to place the new **FOLDER**

Click **MAKE NEW FOLDER**, enter a new name and click **OK**

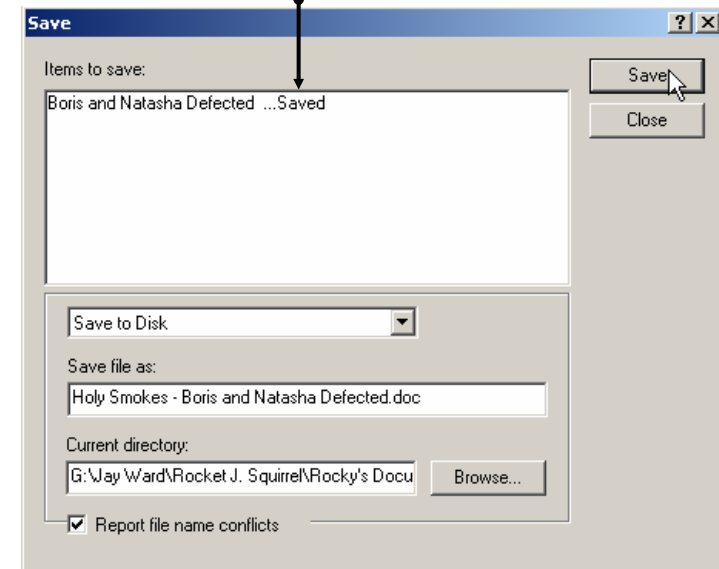


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CLICK SAVE.



The **E-MAIL** will be **MARKED** as **SAVED**.



TIP:

You can **RENAME** the **E-MAIL** before saving it. Go to the **SAVE FILE AS** field, **HIGHLIGHT** and **TYPE** in a **NEW FILE NAME**.

The **Saved E-Mail Retains** the **FROM – TO – DATE – SUBJECT** lines for documentation purposes.

As you can see, a **Saved E-Mail** looks like a **Plain Text Document**.

If you want to **Change** the **Font**, go to **Edit- Select All** – (or **Triple Click** in the margin), then **select** the **Font** of your choice.

This method saves one e-mail per page.

```
From:      Bulwinkle Moose
To:        Simpson, Bart; Simpson, Homer; Squirrel, Rocket
Date:      7/1/2005 10:16:38 AM
Subject:   Boris and Natasha Defected
```

Rocky,

Boris and Natasha just defected to the CIA!! They've had it with Fearless Leader and they're sick of chasing us. Do you think we'll be out of a job? Hope they don't lay us off!

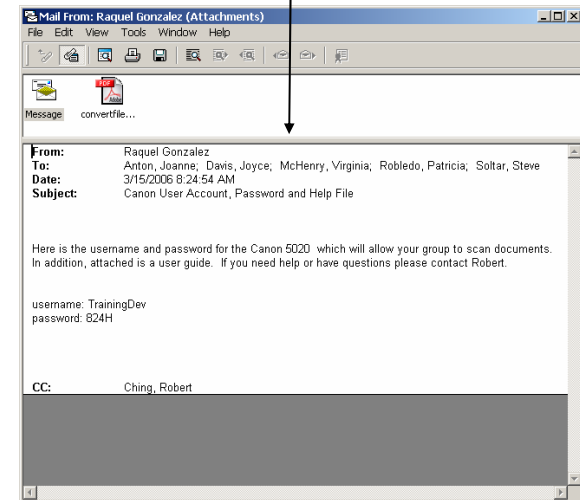
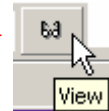
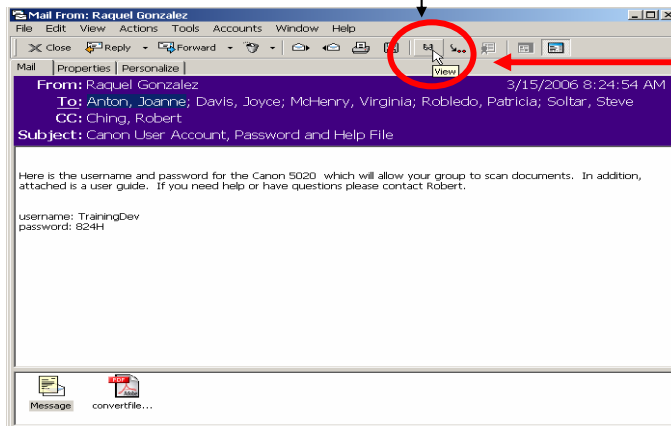
Bullwinkle

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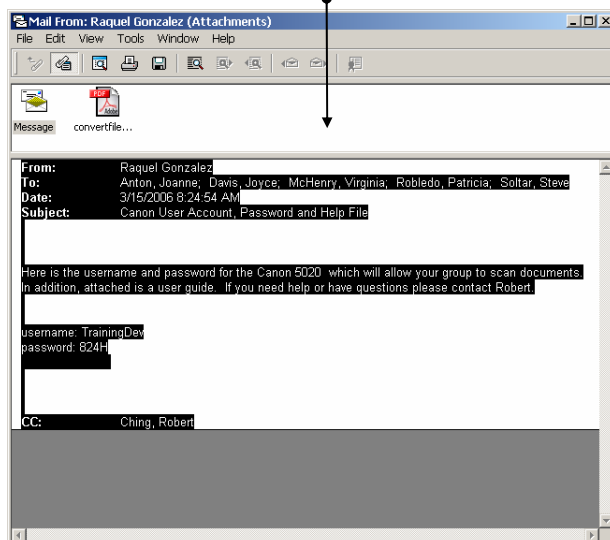
HOW TO COPY & PASTE AN E-MAIL INTO A WORD DOC

Click the **View** button on the **E-Mail Toolbar** – the button with the eyeglasses.

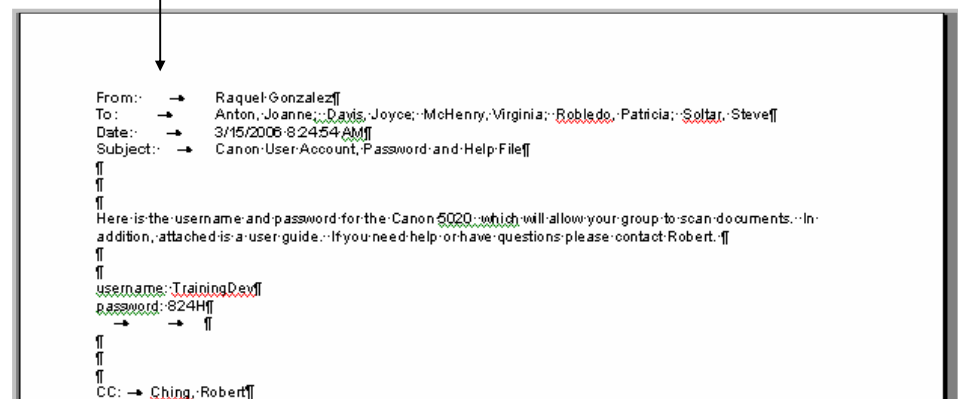
A **Plain Text** view of the **E-Mail** will open.



Highlight and Copy the entire E-Mail



Paste into a Word doc



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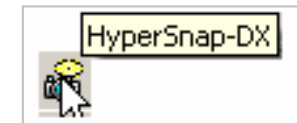
HOW TO USE HYPERSNAP TO SAVE MULTIPLE E-MAILS ON ONE PAGE



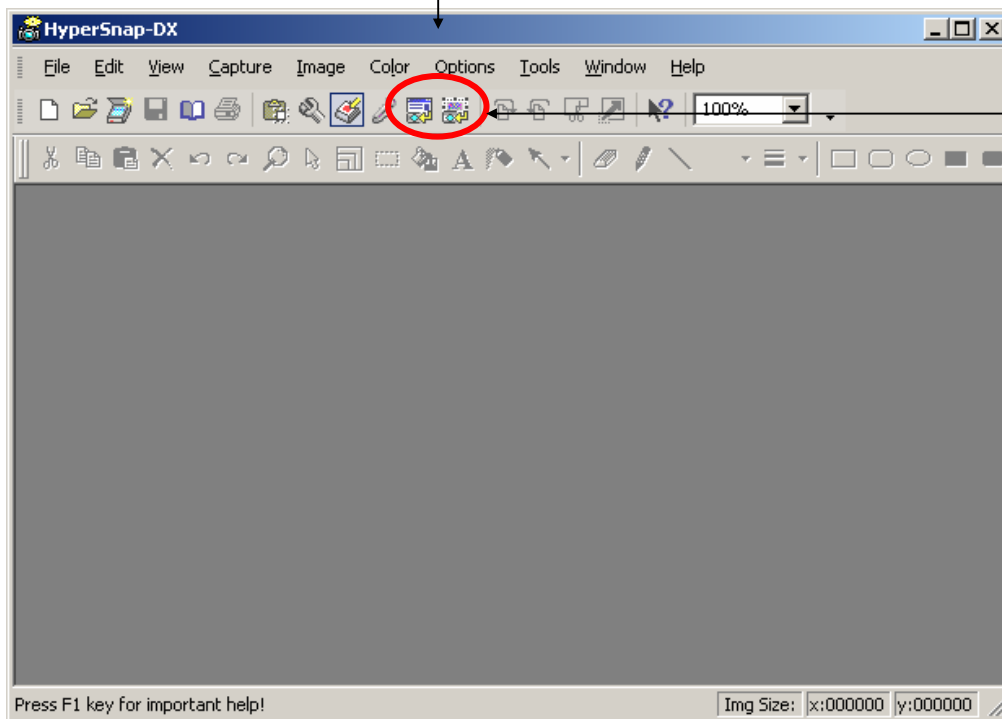
HYPERSNAP is a **SCREEN CAPTURE** program. All the **SCREEN SHOTS** in this document were created with **HYPERSNAP**.

The program is on the **CITY'S NETWORK** – meaning it's available without purchasing a new licence. If you want **HYPERSNAP**, call **6-1212** and tell them you like to add **HYPERSNAP** to your desktop.

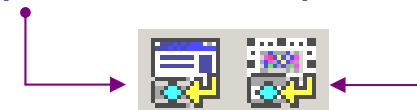
To take a **SCREEN SHOT** of an e-mail and paste it into a **WORD DOC**, click the **HYPERSNAP** Icon on your desktop or in your system tray



HYPERSNAP will open. You'll see this **WINDOW**.



- The **2 Buttons** you'll most often use are **Capture Window** or **Capture Region**

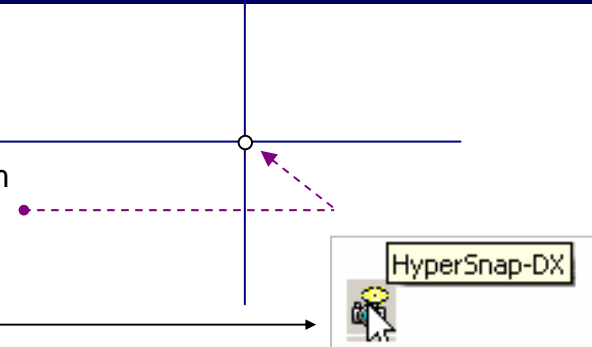


The most practical button to use to **Capture** an **E-Mail** is **CAPTURE REGION**.

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How To Do “CAPTURE REGION”

NOTE: When you're in **CAPTURE REGION** mode, your **CURSOR** will turn into a **CROSS** with a small **CIRCLE** in the middle and a **FRAME** will emanate from the **CURSOR**. Your **CAPTURE** will begin from the **BOTTOM RIGHT CORNER**.

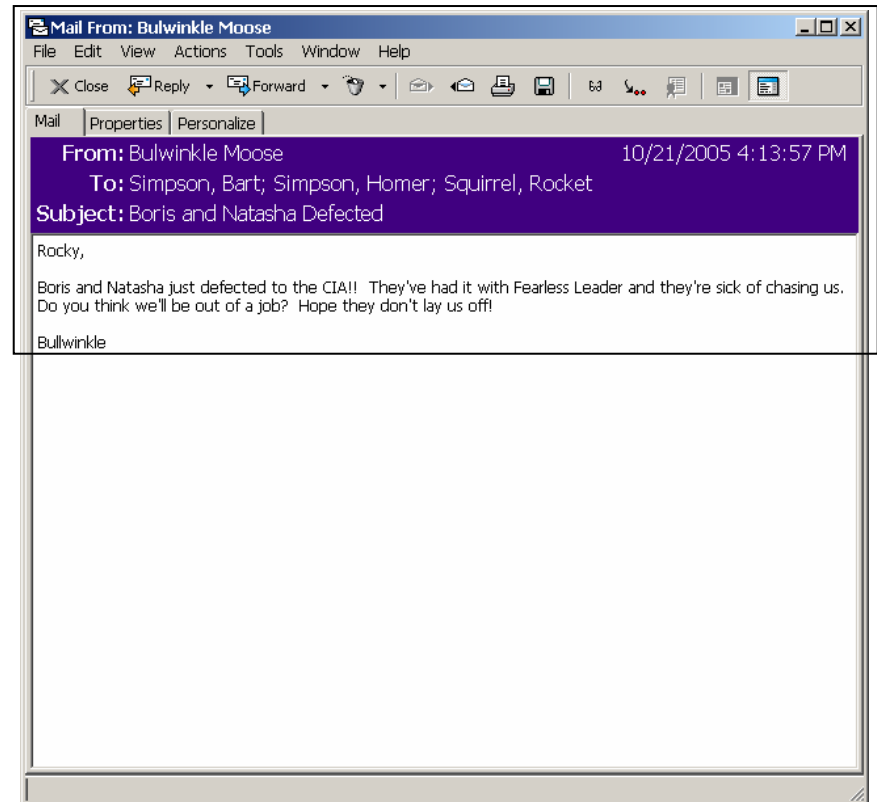


1. **OPEN** the e-mail you want to capture. Then, click the **HYPERSNAP ICON** to get the **HYPERSNAP WINDOW**.

2. **SELECT CAPTURE REGION.**



3. **LEFT CLICK** and **DRAG** over the area you want to **CAPTURE** – a **FRAME** will surround the area.



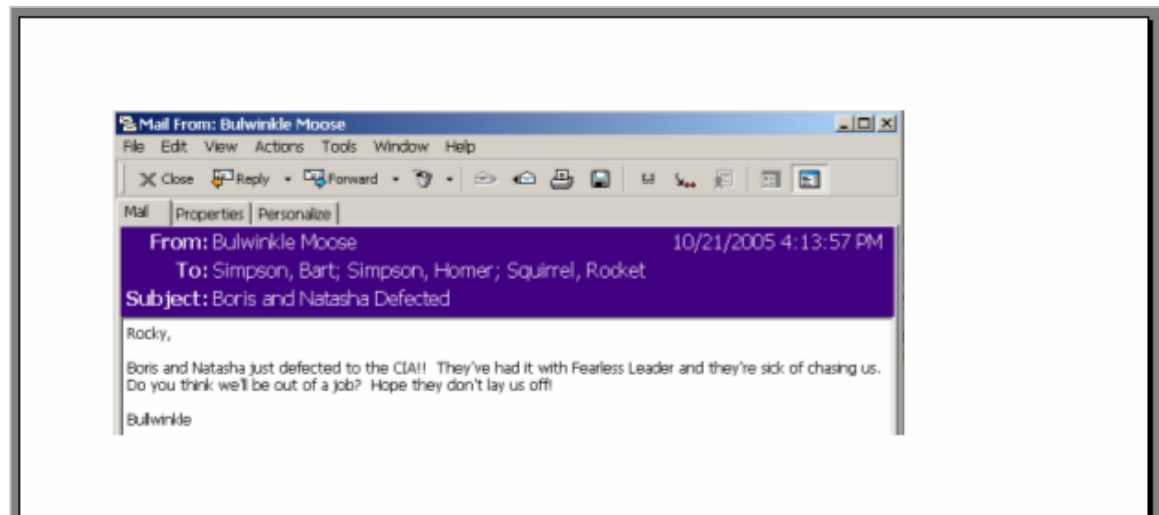
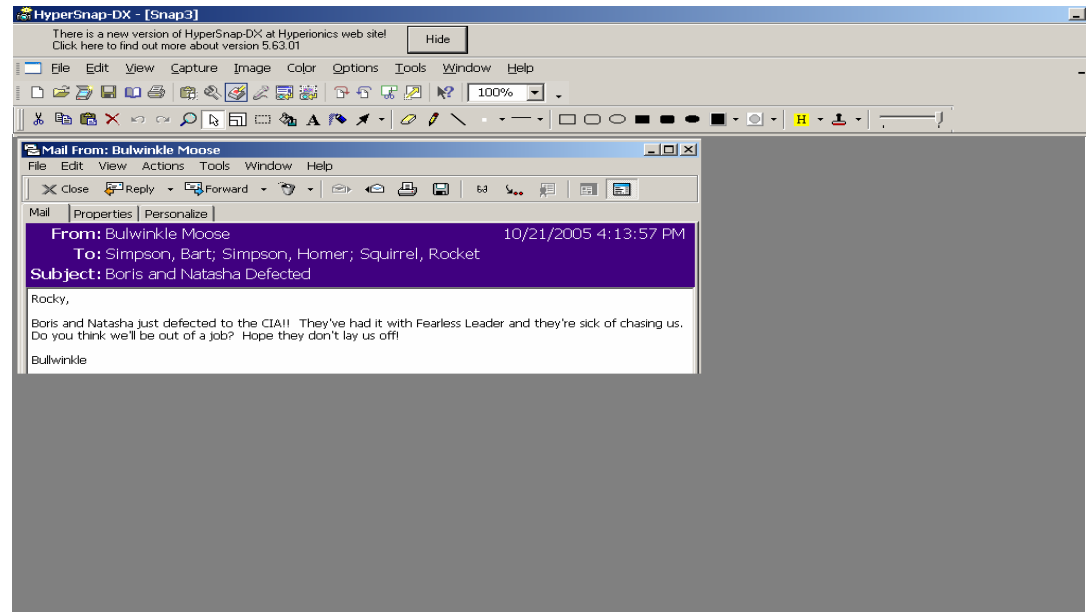
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4. **CLICK.** The **CAPTURED REGION** will appear in the **HYPERSNAP WINDOW**.

5. Go to **EDIT – COPY** or **CTRL-C** to **COPY** the E-Mail

6. Then open a new or existing **WORD DOC** and **PASTE** the **E-MAIL SCREEN SHOT**.

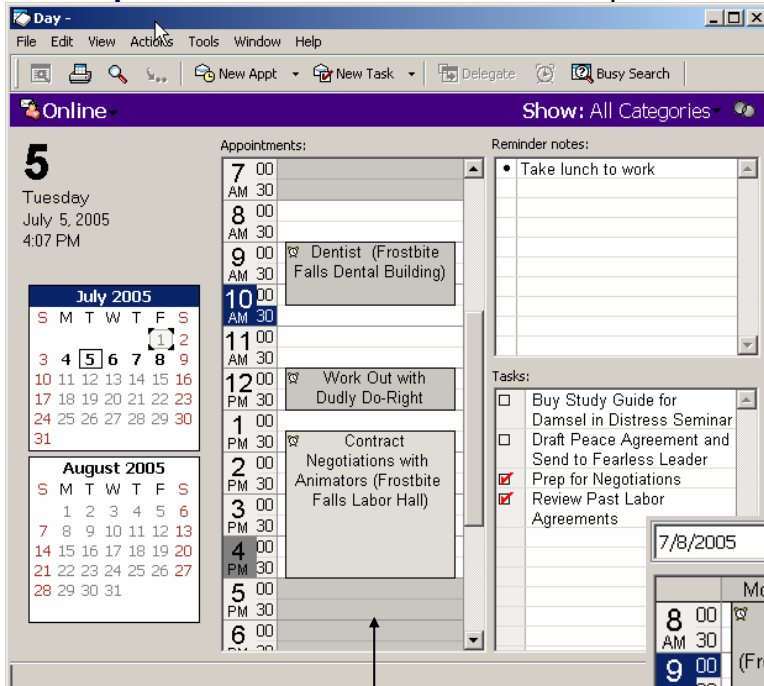
7. With this method, you can save several e-mails per page.



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PUTTING YOUR GROUPWISE CALENDAR TO GOOD USE

Instead of lugging a paper calendar and slips of paper with lots of notes on them, take advantage of the features in your **GroupWise Calendar**. Below are examples of a **Day** and a **Week** view.



Day View

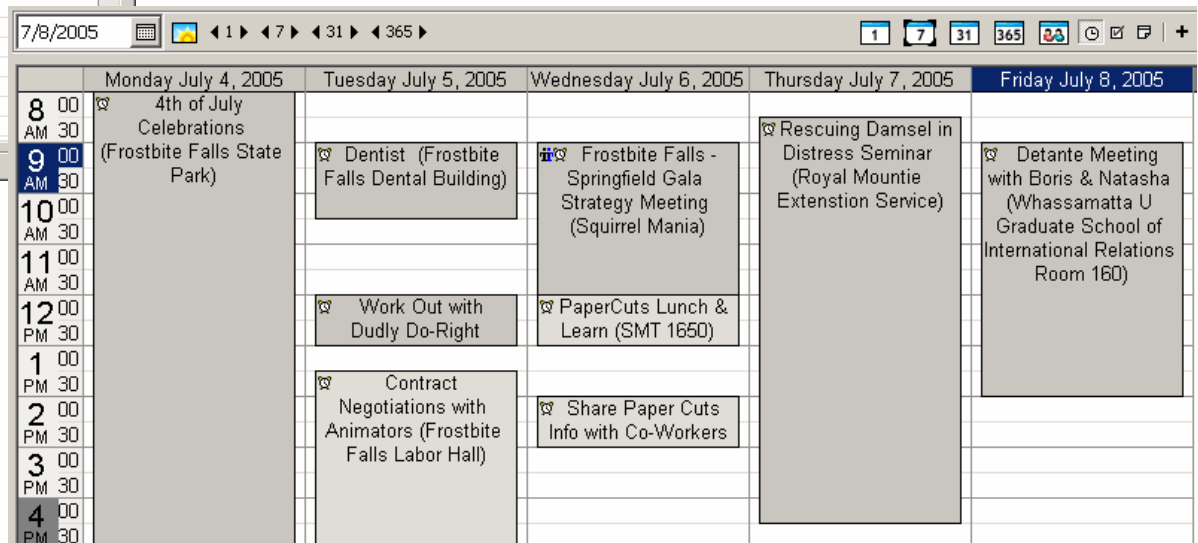
Week View

You can add in all your **Appointments** and **Work** obligations, make a **List** of your **Tasks** for the Day and the **Week**, and even write yourself **Reminder Notes** – visible all on one screen.

Keep your **Calendar ON** at all times and minimize when you're not using it. That way, you can click the **Calendar** on your **Task Bar** to view it in a moment's notice.

You can also access your **E-Mail & Calendar** from home by going to:

<http://gwwb.seattle.gov>

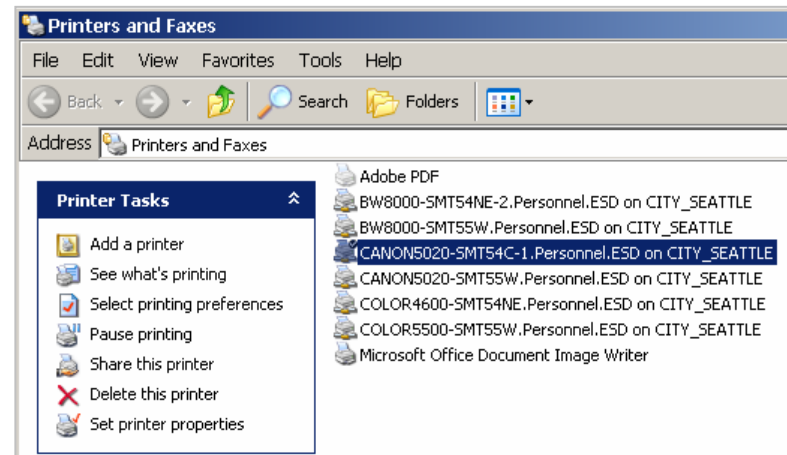
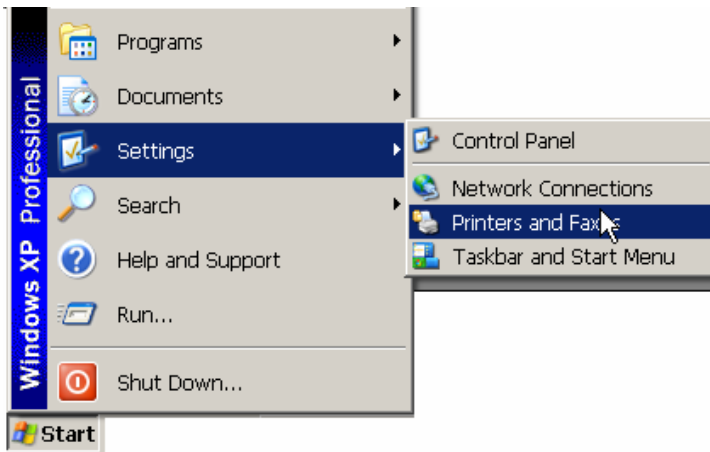


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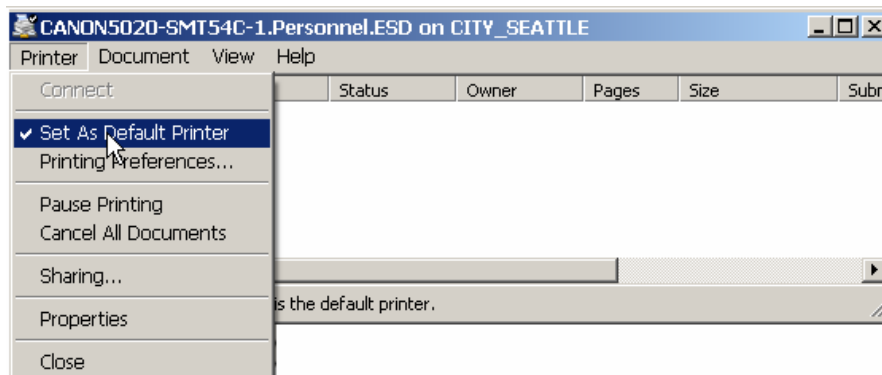
SETTING PRINTER DEFAULTS AND OTHER FACTS

SETTING PRINTER DEFAULTS

To set your **Printer Default** to a **Canon Printer/Copier**, go to **Start – Settings – Printers and Faxes**. **Double-Click** your chosen printer.



Select **Set As Default Printer**



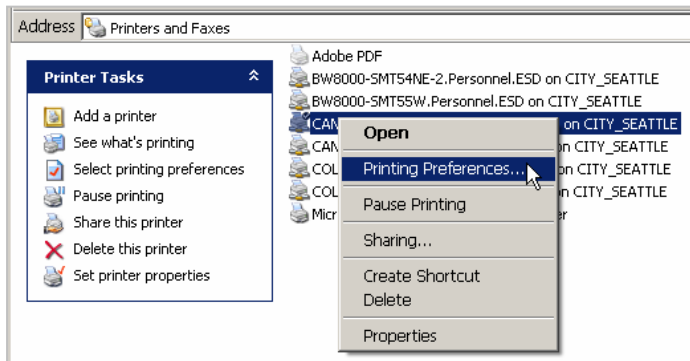
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SETTING DEFAULTS WITHIN YOUR DEFAULT PRINTER

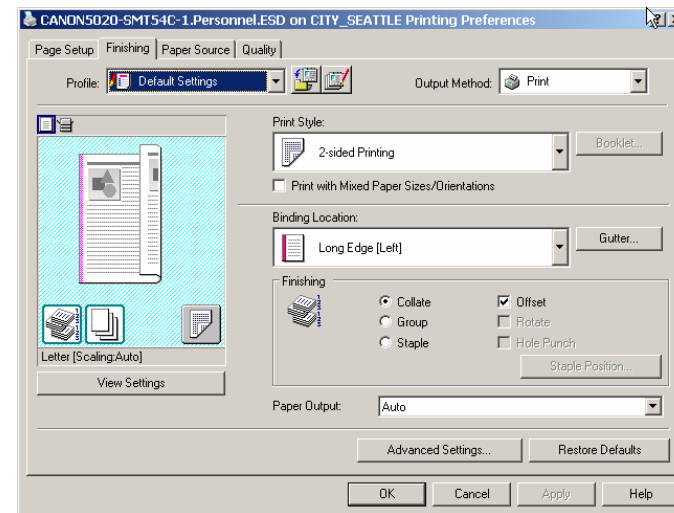
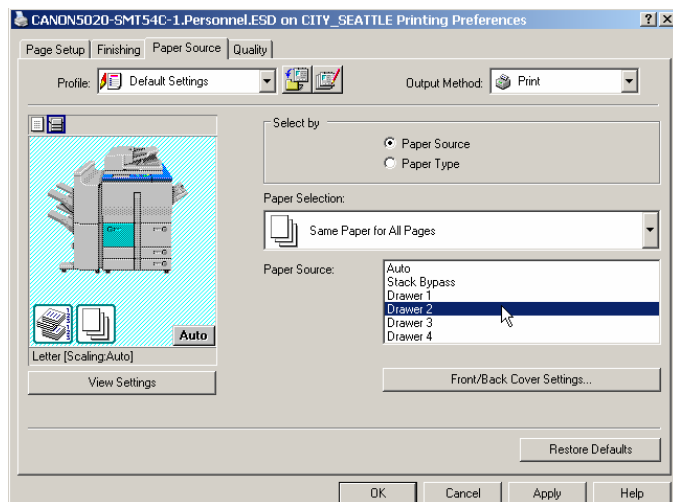
Once you've selected and set your **Default Printer**, you can **Set Default Actions** for the **Printer**.

Right-Click the **Printer** and select **Printing Preferences**.

This is where you can set the **Default** to **2-Sided Printing**



This is where you set the **Default Paper Tray**



PRINTER FACT #1:

If you have them, we **STRONGLY RECOMMEND** all employees set their **Default Printer** to one of the **Canon Printer/Copiers**. **Why?** Because the **Toner** and **Staples** are **FREE** – they are part of the service contract. If you're defaulted to an HP, we are paying for the toner.

PRINTER FACT #2:

If you print a **Black** and **White** document on a **Color** printer, you're using more toner than if you used a regular printer. **Avoid printing Black & White on Color Printers!**

PRINTER FACT #3:

Color toner cartridges are **EXPENSIVE** – for example, an **HP 4600** cost **\$174.00** a piece! Avoid printing black and white documents on Color Printers.

Color printers should not be set as default printers.

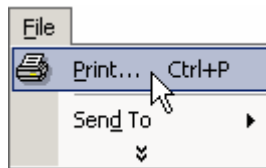
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WHEN YOU MUST PRINT . . . SOME TIPS ON HOW TO PRINT FEWER PAGES

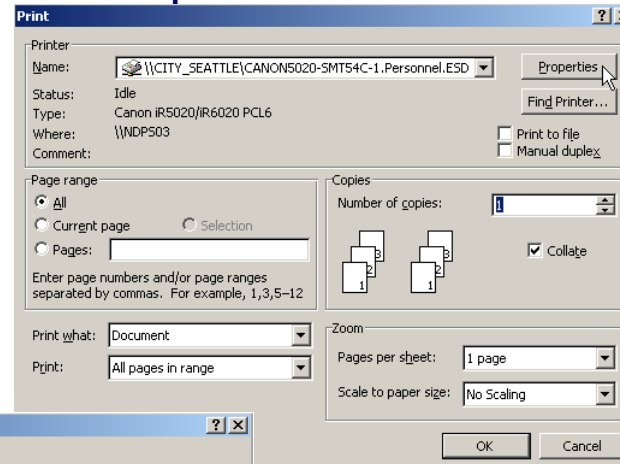
These tips cover printing individual documents. The following screen shots are specific to a **Canon 5020 Copier/Printer**. **When using your printer, the basic steps will remain the same, but the appearance will be different.**

TO SET YOUR PRINTER TO PRINT ON BOTH SIDES OF THE PAPER:

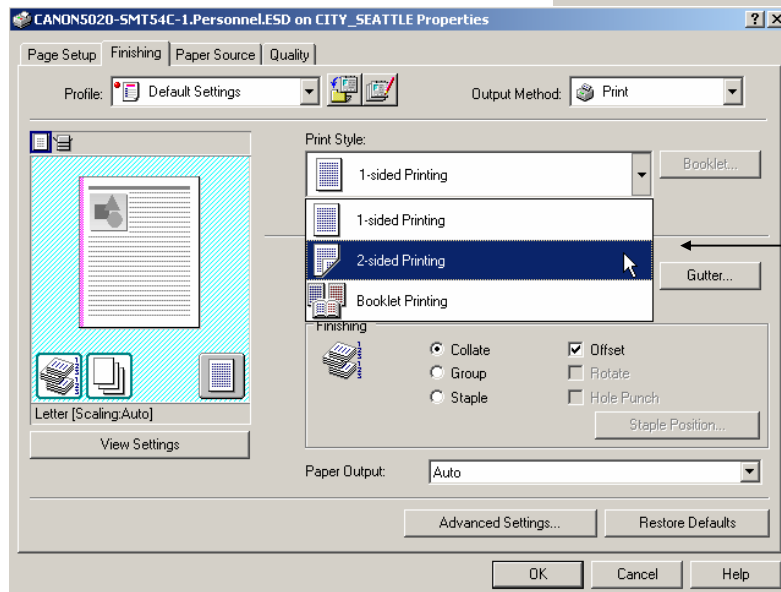
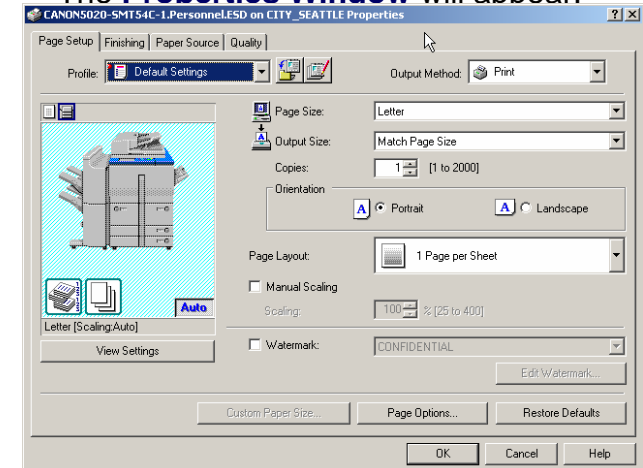
Go to **File – Print**.



Click Properties



The Properties Window will appear.



Click the Tabs until you find **Print Style. On the **Canon 5020**, it's the **Finishing** Tab.**

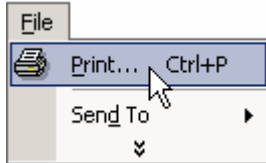
Select 2-Sided Printing.

Click OK and Print

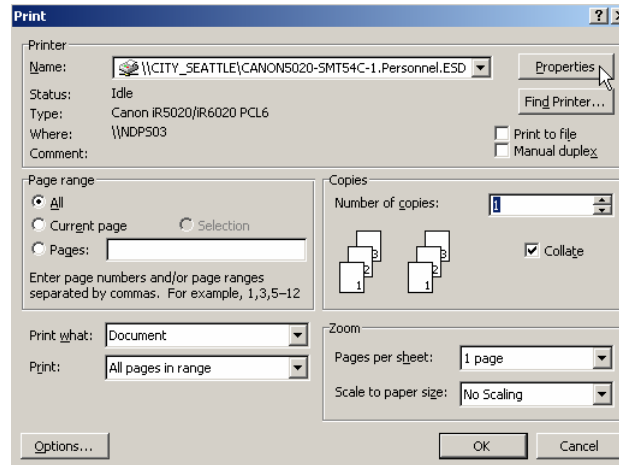
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HOW TO PRINT MULTIPLE PAGES ON ONE SHEET OF PAPER

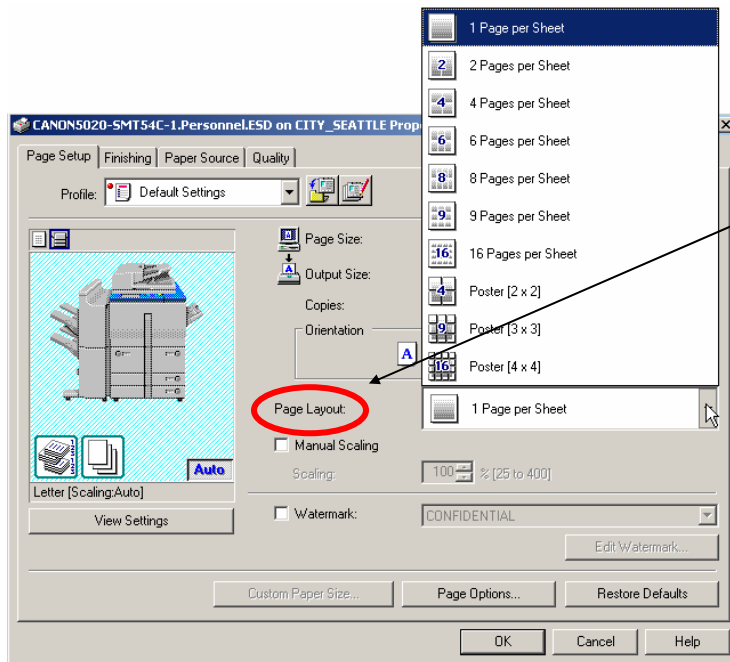
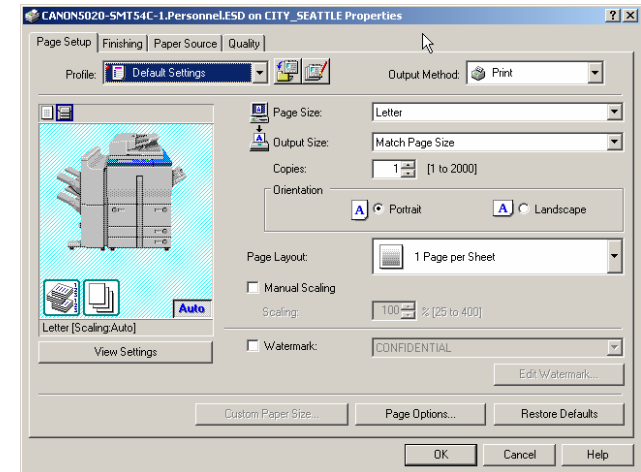
Go to **File – Print**.



Click **Properties**



The **Properties Window** will appear.



Find a setting called **Page Layout**.

Click the **Arrow** and select the **Number of Pages per Sheet** to print.

On the **Canon 5020**, this setting is found on the **Page Setup Tab**.

See next page for another method
to print multiple pages on one sheet.

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ADDITIONAL METHOD ON PRINTING MULTIPLE PAGES ON ONE SHEET OF PAPER ON A CANON

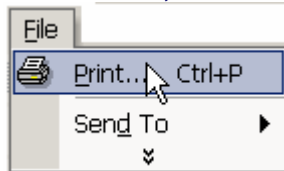
Canon machines offer an alternate 2 on 1 feature that reduces the size of your document so it fits 2 pages on 1 page - it's great for file copies. The settings are:

2 on 1 (1 sided) - enables you to save paper by printing 2 pages on 1 side of 1 sheet

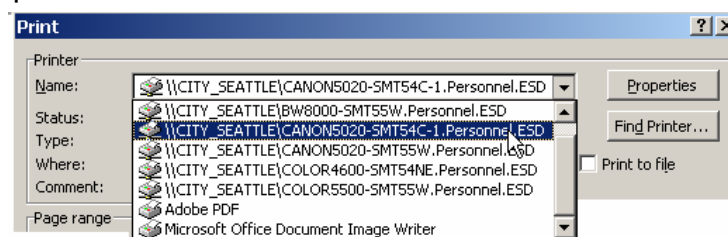
2 on 1 (2 sided) - enables you to save paper by printing 2 pages on each side of 1 sheet, using 2-sided printing

To print in this format on the Canon machines:

Go to **FILE**, select **PRINT**



Select printer as **CANON** machine

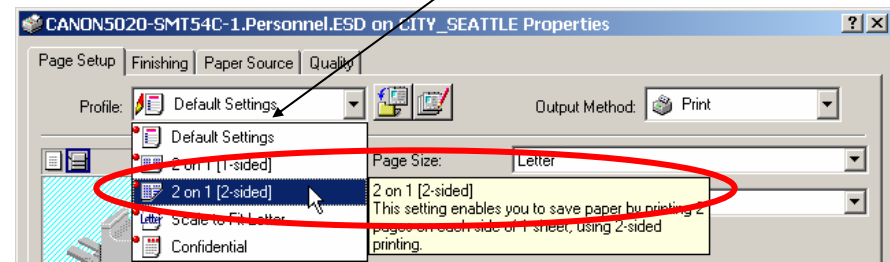
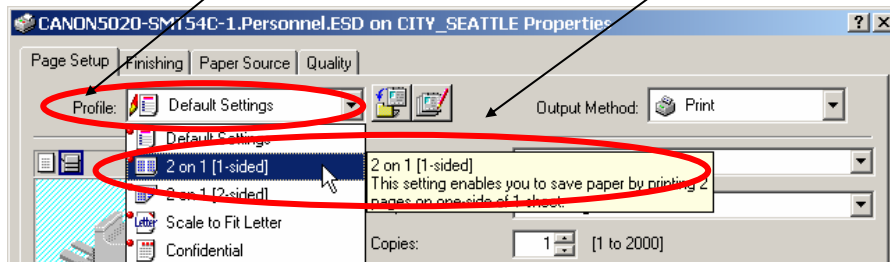


Go to **PROPERTIES**

Go to the **PROFILE** pull down menu

elect either **2 on 1 (1 sided)**

OR **2 on 1 (2 sided)**

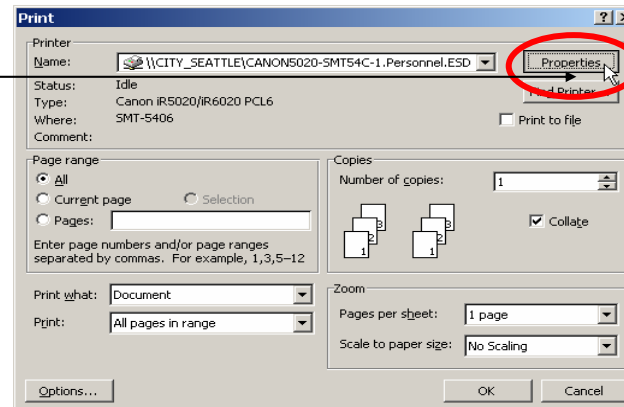
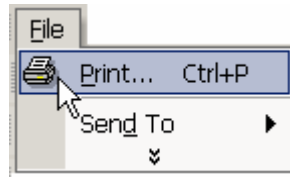


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HOW TO “FLIP” DOUBLE-SIDED COPIES

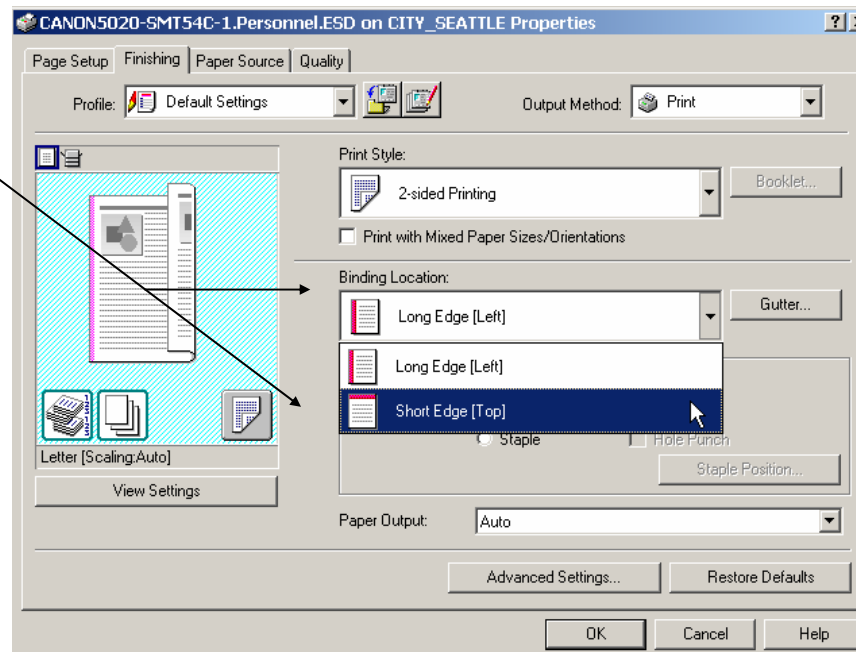
On a Canon Copier/Printer:

Go to **File – Print - Properties**



Go to the **Finishing Tab** and click the **Down Arrow** at **Binding Location** and select **Short Edge [Top]**.

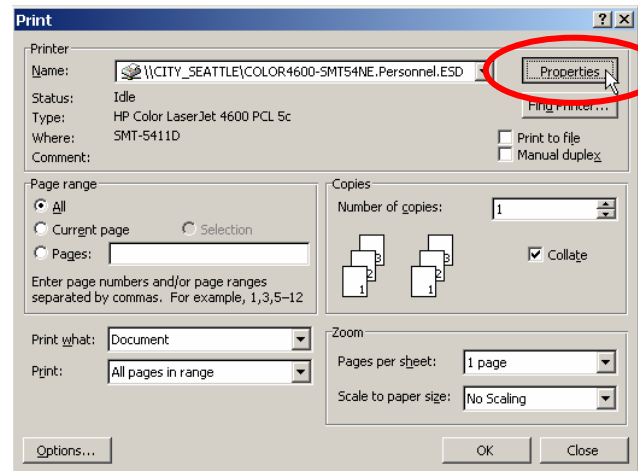
This will “**Flip**” the back copy.



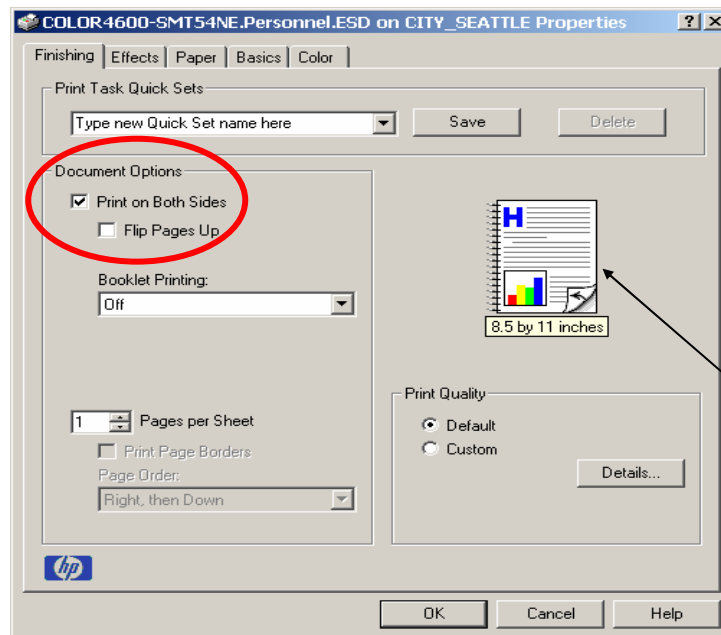
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On an HP Color Printer:

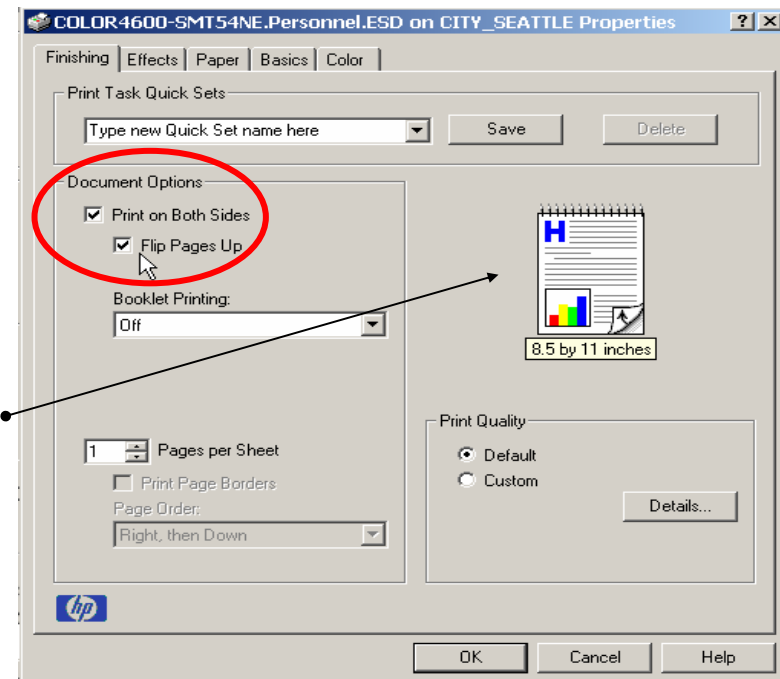
Go to **File – Print** and select the **Color Printer** and click **Properties**



At the Finishing Tab, select **Print on Both Sides**



To Flip, click the **Flip Pages Up** box




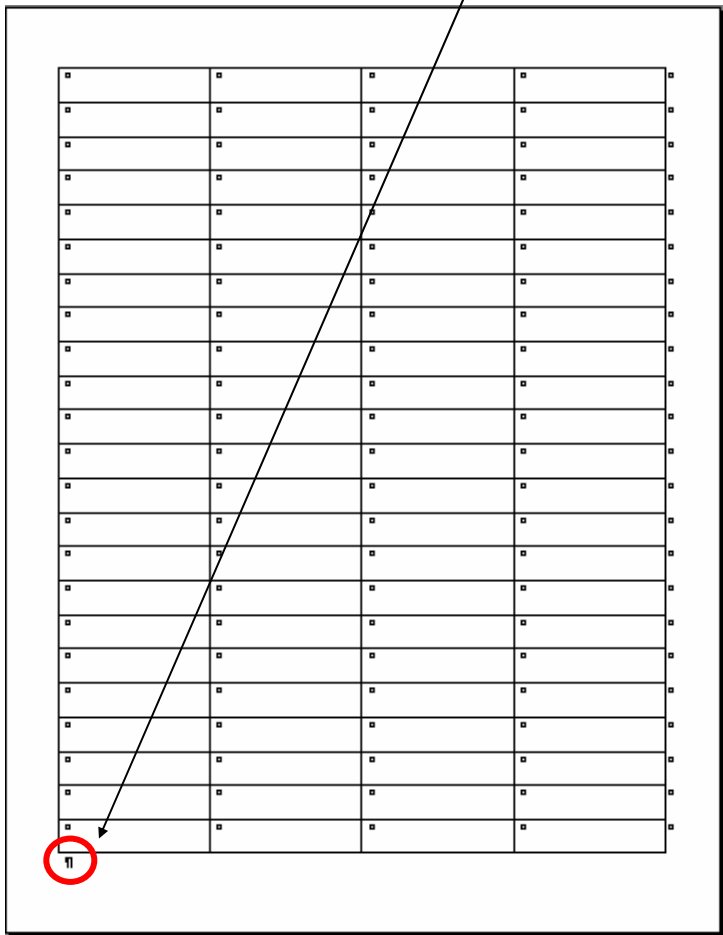
•Note Preview•

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TABLES & THE HIDDEN HARD RETURN

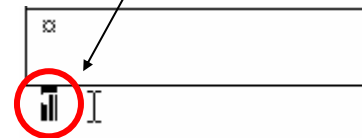
Have you ever printed a **1-Page Table** only to have the printer give you **2 Pages**? If your Table took up the whole page, the **“Hidden Hard Return”** at the end of the **Table** forced a second page. Take a look:

Turn on the **Show/Hide** button  on your **Toolbar** to make **Hard Returns** visible. Create a page-long table. At the end of the **Table**, you'll see a **“Hidden Hard Return”** placed as a default at the end of the **Table**.

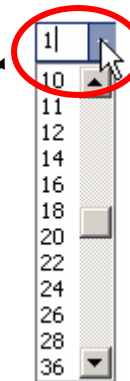


You can't **Delete** this **Hard Return**. But you **CAN** make it smaller.

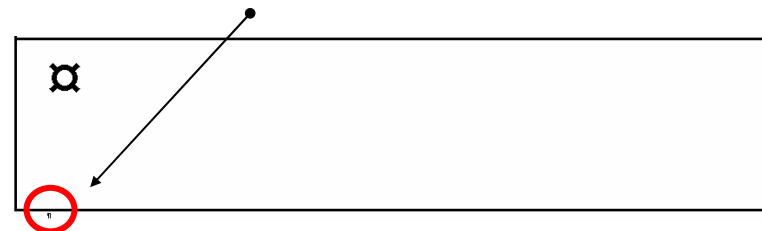
Simply **Highlight** the **Hard Return**



Go to the **Font Size Pull-Down Menu** and type in **“1”** for the size and hit enter



This way, you'll buy yourself some space at the end of the **Table**. Notice the itty-bitty **1 pt Hard Return** at the end of the **Table Cell**?



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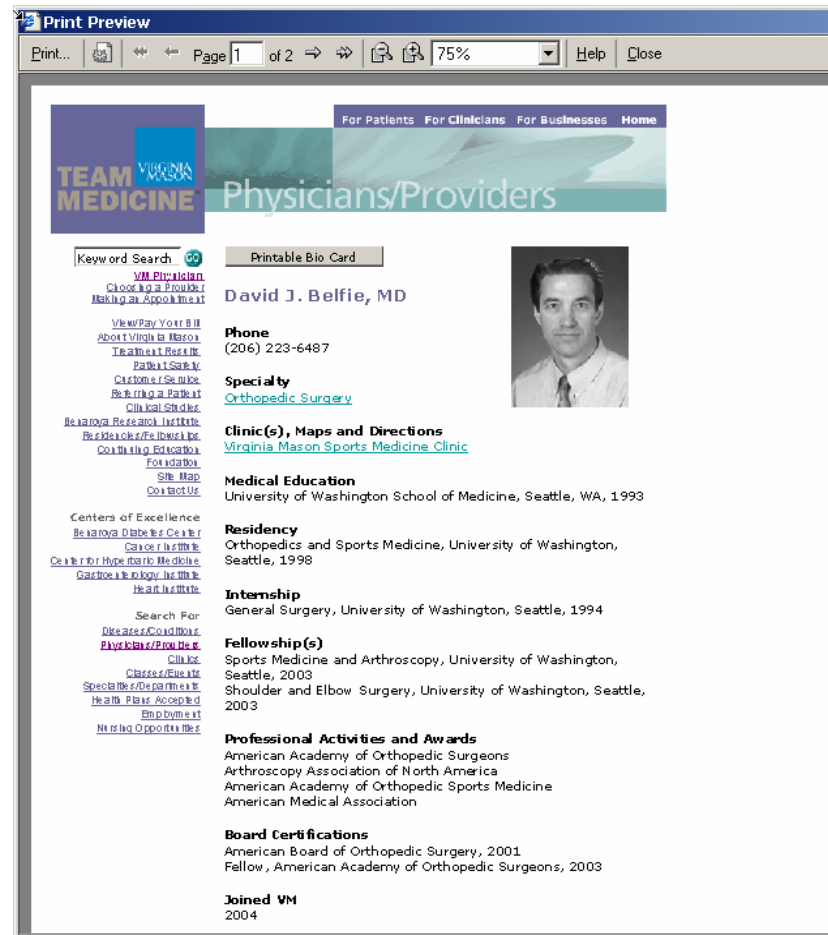
USING PRINT PREVIEW AND PAGE SETUP WHEN PRINTING WEB PAGES

Frustrated when you print from a Website and the text is cut off or it prints multiple pages when you only wanted 1 or 2 pages? Go to **Print Preview** and **Page Setup** before you print to waste less paper! Here are some steps to help you print smarter

Printing from the Web:

Print Preview: Go to **Print Preview** so you can see the nature of the formatting. Every webpage is different.

Notice all the “whistles and bells” are included if you print this page. • →



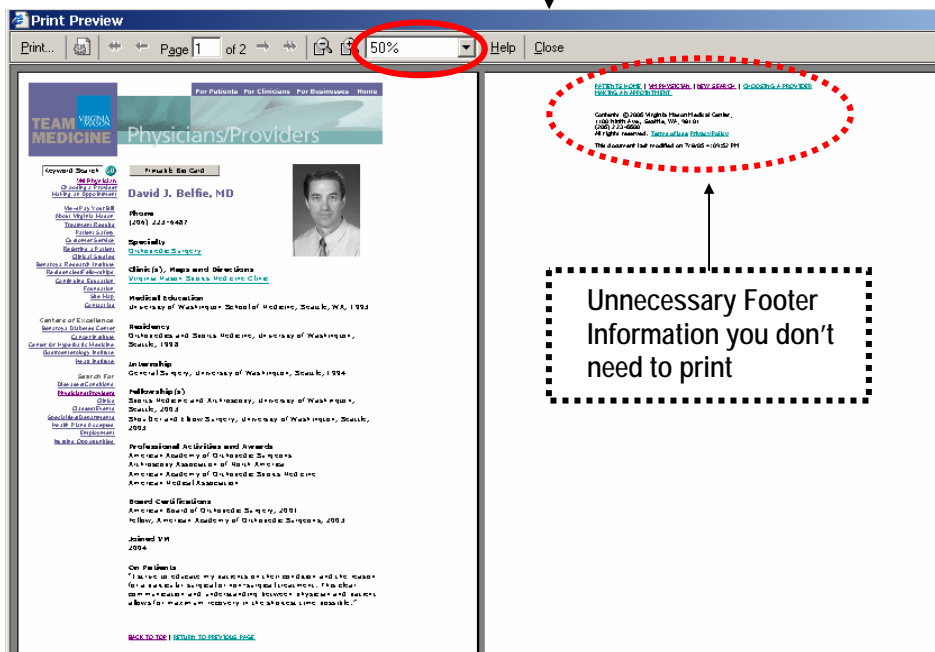
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Printer Friendly Versions and Print This Page: If the website offers these options, use them. This is plain text printing and uses minimal paper because banners, ads, images and other extras are cut out.

Notice how most of the banners, etc., are removed. →

Menu Options in Print Preview: Allows you more options to see printable pages. In this example, because the page view was set to 50%, we see that page 2 has minimal text and not efficient to print.

This is **Print Preview** for the “normal” webpage.



This is **Print Preview** for the **Printer Friendly** version. →

Only 1 page!

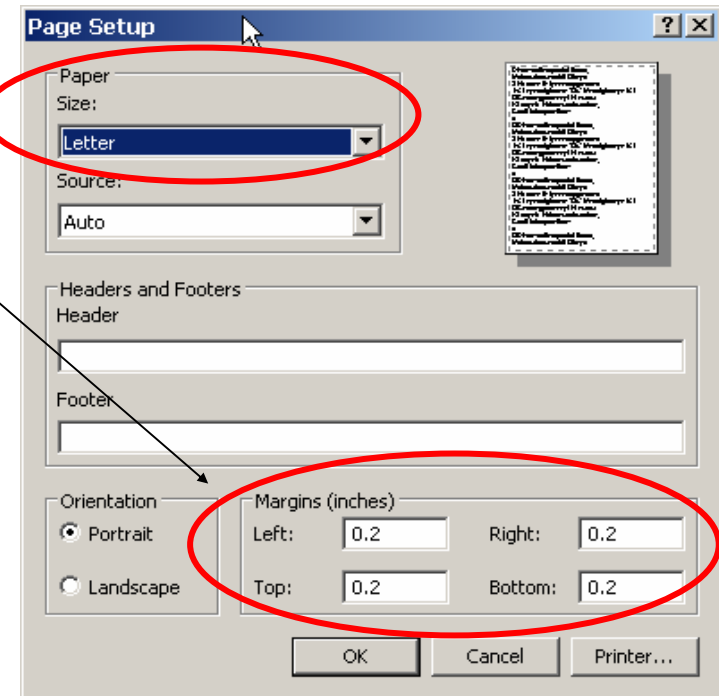


You ALWAYS save paper when you select Printer Friendly!

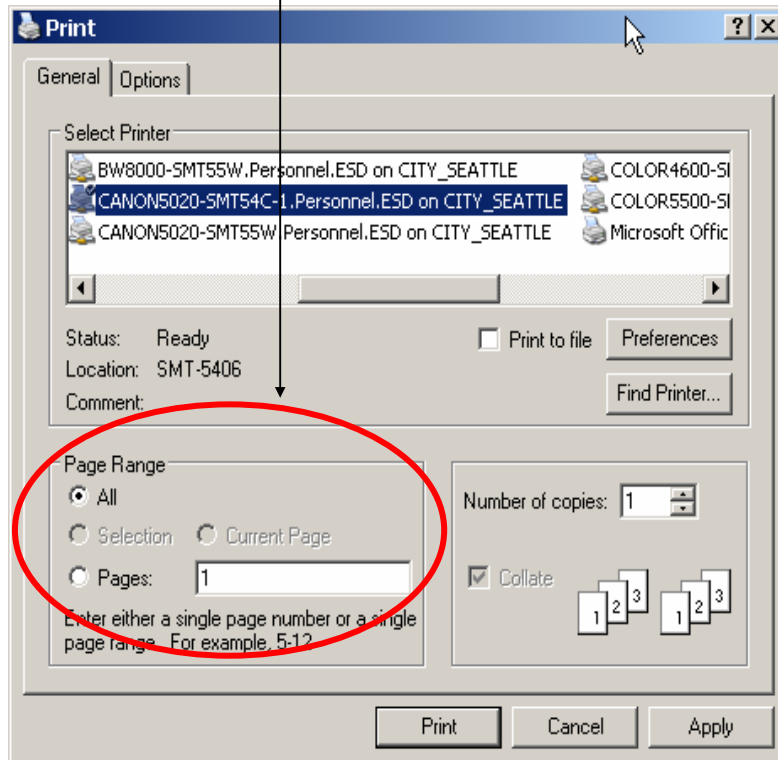
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Page Set Up: This is where you can change:

- **Paper Size:** choose landscape or portrait
- **Margins:** reset margins to avoid losing information



Print Options – Page Range: Select which pages to print.



Be sure to check **Print Preview!** As seen on the previous page, the 2nd page is unnecessary footer information in this website.

PaperCuts Tips & Tricks – How to Use GroupWise & Windows Features to Save Paper

Print Options – Selections: If you want to print selected text from a lengthy website:

Simply **Highlight** the **Text** and go to **File – Print**.

Choose **“Selection”** in the **Page Range** box.

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American Academy of Orthopedic Sports Medicine
American Medical Association

